

## **Requirements When Applying for a Position at the U.S. Embassy in Tbilisi**

The U.S. Embassy receives hundreds of applications for advertised positions. In order to be eligible for consideration, applicants must follow the guidance below.

**Please read the vacancy announcements carefully to be sure you have provided all required documentation, completed each section of the application form, and clearly indicated how you meet each of the minimum qualifications!**

Applications which do not clearly meet the minimum qualifications, or are incomplete, will not be considered. All applications must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, applicants must clearly indicate this in section 17 of the DS-174 application.

**The only application form which will be considered is the standard DS-174 application form, available on the U.S. Embassy web page. Resumes, CV's or any other format will not/not be considered.**

Each vacancy announcement will indicate if other documentation is required in addition to the DS-174 application form. This might include certificates, driver's licenses, or educational degrees. Please include this information as a PDF document, along with your DS-174 application form. **Certification of required educational degrees is always mandatory.**

**Applications which are missing any of this documentation are incomplete and will not be considered.**

**Applications should be submitted via email to [HROTBilisi@state.gov](mailto:HROTBilisi@state.gov). This is the preferred method of delivery. All documents MUST be submitted in PDF format. All other formats will not be accepted.**

**E-mails should include in the subject line:**

1. Applicant's full name
2. Title of the position (vacancy) and announcement number

**E-mail Subject Line example:** Giorgi Jones, Administrative Clerk, VA 19/15

**Application materials should be sent in one single e-mail.** Only if required documentation exceeds 10 megabytes, should you send two e-mails.

You will receive an automated e-mail when your e-mail application has been received.

**For those applicants without computer access,** hard copy applications should be sent directly to:

U.S. Embassy, Tbilisi  
11 George Balanchine Street  
Tbilisi, Georgia 0131  
ATTN: HR Office